

# CAPZLES TUTORIAL

## INTRODUCTION

Hello and Welcome to my Capzles Tutorial!

Capzles.com is a Web 2.0 social media website for people to create and share their own unique stories using audio, video, photographs, and text.

Chris Anderson, the founder and CEO of Capzles, wanted to tell the story of his grandfather's life by incorporating photographs, letters, and other materials but was unable to locate software that would create a visually compelling timeline so he created Capzles.<sup>1</sup> In speaking about Capzles, Anderson stated, "In coming up with the idea for Capzles, we realized that there weren't any companies providing tools for effective and visual storytelling. Storytelling is something that everyone does: consumers and companies. We created Capzles to give people a platform to tell their stories in the most significant and powerful way possible."<sup>2</sup> And Anderson has done just that. Capzles is for anyone who has something to say.

Why should you learn Capzles? With Capzles you can discover your inner creativity while sharing your life experiences with friends in a totally new environment. And besides, Capzles is fun and easy to use!

What are the different ways in which you can use Capzles? Educators are utilizing Capzles in the classroom by encouraging their students to be creative in researching and developing school projects, such as documenting science experiments, outlining historical events, or creating visual book reports. Libraries can use Capzles to visually demonstrate how to use the OPAC or to memorialize events, like story hour. Historical societies with limited funding can use Capzles to develop an online presence by creating exhibits that include their visual and textual materials. Or for just plain old you and me, we can use Capzles to tell and share the familiar story of "our summer vacation."

If you know how to use a mouse, point and click, and manipulate drop down menus, then Capzles is for you! So let's not waste anymore time. Let's jump in and get started!

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<sup>1</sup> Retrieved October 24, 2011, <http://venturebeat.com/2008/06/10/got-a-story-to-tell-capzles-hopes-to-build-multi-media-social-network/>

<sup>2</sup> Retrieved October 24, 2011, <http://www.prnewswire.com/news-releases/capzles-debuts-web-20-social-storytelling-59142337.html>

## THE HOME PAGE

Go to the Capzles website at [www.capzles.com](http://www.capzles.com). Their home page appears below.



(<http://www.capzles.com/#>)

Let's start by becoming familiar with the features on this page:

### Capzles Logo

The Capzles logo is located on the upper left corner of the home page. The logo also acts as the home "button". If you need to return to the home page at any time, click on the logo.

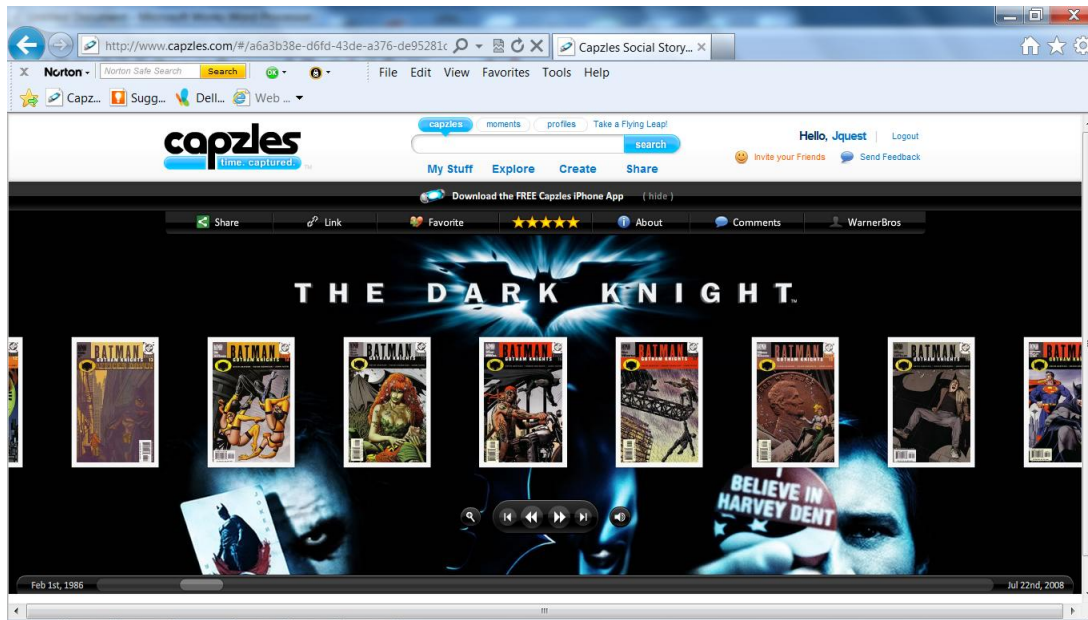
### My Stuff

Once you join, this is the menu you will use the most. This is where you will go to make changes to your profile, read and write messages, make friends, track your favorite capzles and moments, and most important create and edit your capzles.

### Explore

This menu will help navigate you to all the capzles that are publicly available for you to view. You can choose to browse categories, view top rated capzles, or view the newest moments (within individual capzles).

Let's visit one. Bring your mouse over to the word [Explore](#) and hover there. You will see the drop down menu appear. Click on [Browse Categories](#). The browse category page will appear. You have the option of choosing a category by using the menu list on the left hand side of the screen or you can choose to click on one of the cute icons. Click on the category, [Film & Movies](#). The film and movie page will appear. You will notice on the left hand side of the screen various capzles intermittently changing. Click on one you would like to see or you can choose a capzle from the list on the right hand side of the screen. I chose "Batman-The Dark Knight" but you can choose anything you would like to see.

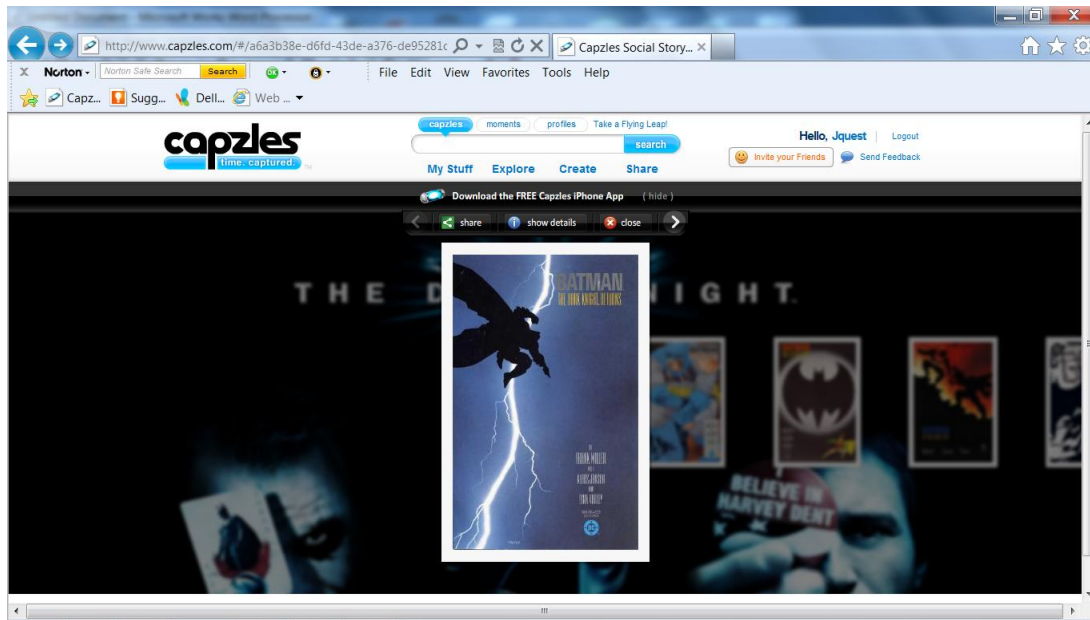


(<http://www.capzles.com/#/a6a3b38e-d6fd-43de-a376-de95281caac3/>)

There are three ways to navigate through a capzle. You can hover your mouse over the images. In Capzle terminology, individual images are also referred to as "moments" (i.e., moments in time). As you bring your mouse over the images you will notice that they "pop out" at you. Slowly move your mouse to the right hand side of the screen. The images will scroll forward. Once you hit the right hand side of the screen and can go no further, a right directional arrow will appear. Hover your mouse there and you will see the images moving forward again. If you find that the images are scrolling too fast for you, you can use the directionals that appear right under the images. You will also find icons there for magnifying the images and muting the sound. Another method is to use the timeline bar that appears at the very bottom of the screen. It's a little hard to see in the image above but trust me, it's there.

Above the capzle title there are options for you to share, link, or rate the capzle. If you really like what you see, you can add a comment or just read what others have to say about the capzle. The last option is a profile of the creator. The capzle above was created by WarnerBros.

Now, if at any time, as you are scrolling through the images, you would like to know more about a particular image, just click on it and the image will enlarge.



(<http://www.capzles.com/#/a6a3b38e-d6fd-43de-a376-de95281caac3/>)

As before, there are options that appear above the image. If you like what you see and want to share it with a friend click on the [Share](#) link. Or if you want to know the story behind the image, click on [Show Detail](#). Everything you want to know about the image is located right there. And in the case of the Dark Knight capzle, we find that the source for the image above was the DC database and provided by someone named Chris. Once you open up the [Show Detail](#) page, you will find yet again more options to share, link, and add comments.

### Create

Here you can choose to start a new capzle or edit an existing one.

### Share

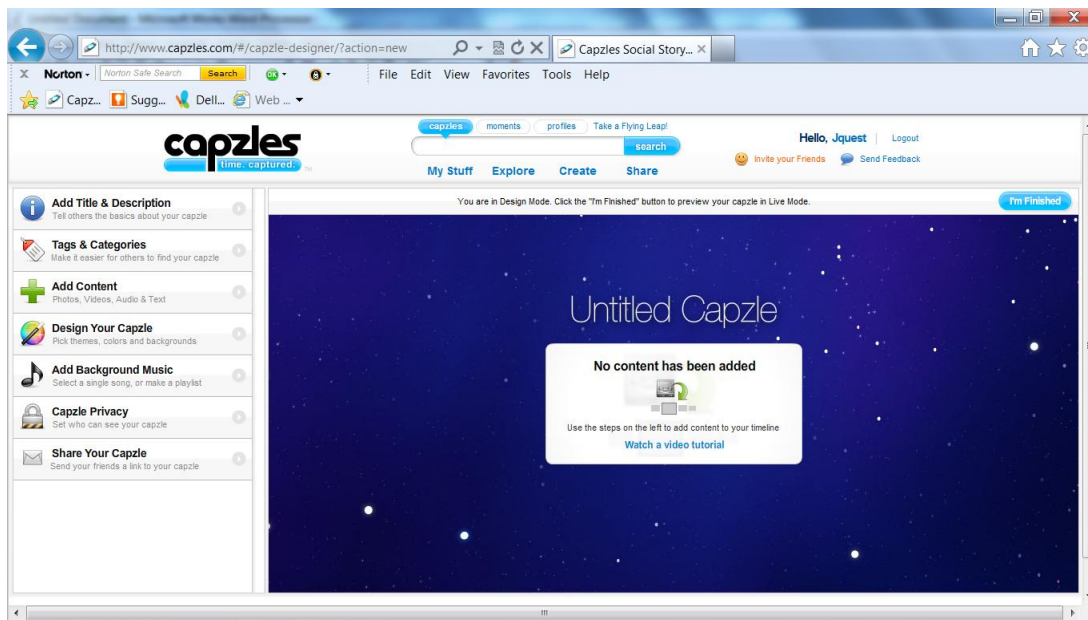
This is where you can share or invite your friends to the website. You'll see this option a lot - after all Capzles is a social media website.

## CREATING YOUR FIRST CAPZLE

From the home page, click on [Join Now, It's Free](#). This phrase actually appears in three different places on the home page: at the very top of the page, the blue "button" on the right hand side of the page, or at the very bottom of the page where it appears in tiny, tiny print.

When you click on the phrase, you will be taken to a page to create a screen name and password. Before you forget, write down your screen name and password in case you need to refer to it at a later time. You will then be taken to a page requesting your personal information. If you prefer to remain anonymous, you may choose not to complete the profile. The only information you are really required to complete on this page, is your e-mail address. Once you have completed your profile page, you are ready to begin.

Bring your mouse over to the word [Create](#) and hover there. The drop down menu will appear. Choose [New Capzle](#). The following page will appear:



(<http://www.capzles.com/#/capzle-designer/?action=new>)

You will notice the top of the page is the same as the home page. We will now focus on the left hand side of the page where the menu options to create your first capzle reside.

### Add Title & Description

Click on [Add Title & Description](#). A drop down menu appears where you can complete the title and description of your capzle. Right underneath the description box, you will notice there is a check mark in a little box indicating your title will appear inside your capzle. Click on this if you do not want the title to appear inside your capzle. You can also change the font, size, style, and color of your title here.

### Tags & Categories

If you would like to create tags for your capzle, click on [Tags & Categories](#). Capzles has a ready-made list for you to choose from. Click and choose the best tags to describe your capzle. If you don't see anything that is suitable, then you can create your own tag by following the instructions for the "tag" box.

### Add Content

Now we are getting to the fun stuff! This is where you will upload photographs, videos, audio, and text. Click on [Add Content](#). A drop down menu appears giving you three different options:

1. **Upload directly onto my timeline:** Click on this option if you want each of your photos, videos, etc. to appear as one moment on your timeline. An "upload content box" will appear for you to add your files. As you select the files you would like to upload to your capzle, they will appear on the left hand side of the box. You will also notice at the bottom of the upload content box the following message: *"I certify that I have the right to upload this content and it does not violate the terms of the Capzles website."* This is Capzles' reminder or warning to you to respect other individuals' copyright. If you do not know who owns the copyright to the images, video, audio, etc. that you are uploading to your capzle, then you should err on the side of caution and not use the material. Once you have selected all the files you would like to upload, click on **Start Upload**. As your files are successfully uploaded to your capzle, you will see the files transferred from the left hand side of the box to the right. Once the upload procedure is done, the upload content box will close and you are brought back to your capzle. You will still be in edit mode.

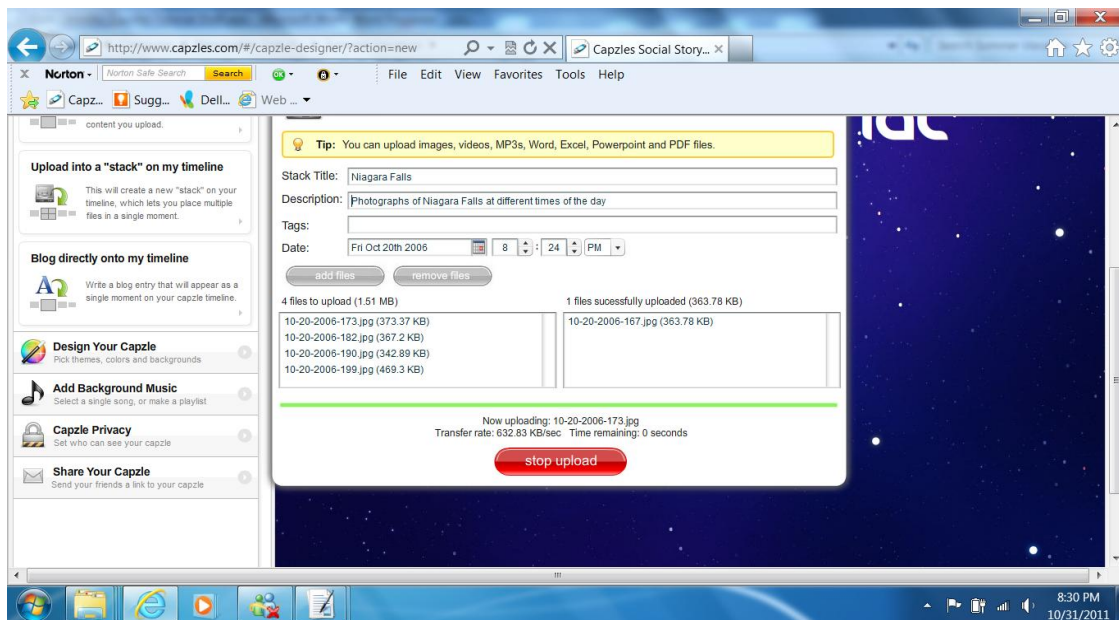


A capzle after images have been uploaded directly onto the timeline.  
(<http://www.capzles.com/#/capzle-designer/?action=new>)

Your "moments" are now in your capzle in chronological order - even if you did not select them in that manner.

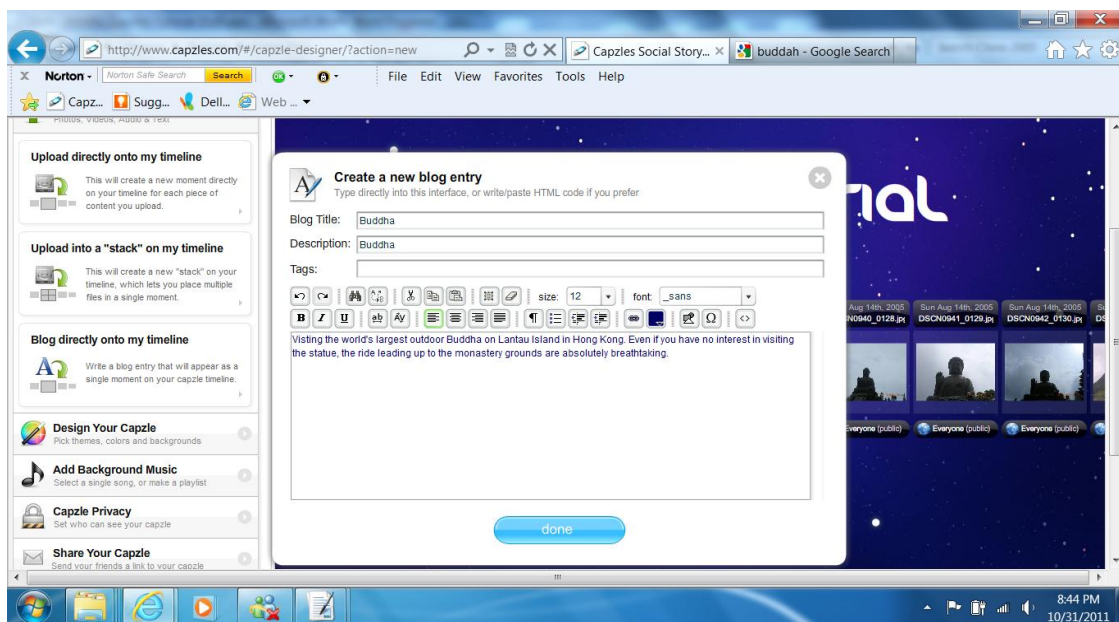
2. **Upload into a "stack" on my timeline:** Click on this option if you have multiple files that you would like to upload as a "stack" in order to create one moment (i.e., they all pertain to one specific date). The images, etc. will appear as a stack - images going every which way to indicate there are more images underneath - on your capzle. An "upload content into a new stack" box will appear. This box is somewhat similar to the one for "upload directly onto my timeline" but it will also request information regarding the title of your stack, description, tags, and date. If you bypass this step, don't worry, you can always do it later. Follow the directions as described in number 1 above to complete the upload of your stack.





Uploading images into a "stack" on the timeline. (<http://www.capzles.com/#/capzle-designer/?action=new>)

**3. Blog directly onto my timeline:** Click on this option if you would like to add some text to your capzle. A "create a new blog entry" box will appear. Complete the section for blog title, description, and tags. If you don't fill out this section now, you can always complete this information later on. You have the option to write your text directly in the blog entry box or if you prefer, you can write or paste in html code. Once you have written your entry, click done and you will be brought back to your capzle. The blog entry will appear as a document in your timeline.



Creating a blog entry. (<http://www.capzles.com/#/capzle-designer/?action=new>)

## Design Your Capzle

In this section you will pick a theme, color, and background for your capzle. Click on [Design Your Capzle](#). You will have two options: 1. pick a theme or 2. design it yourself. As you see, Capzles has created themes for you to choose from, such as, animated, elegant, or wedding. Scroll through the themes and if you see something you like, try it out. Your capzle will automatically update with the chosen theme. Choose a theme to suit your capzle. If you don't see

something you like, you can design it yourself by uploading an image. Capzle only allows one image for your background but you can decide how you want the image to appear: full screen, centered, etc..

### **Add Background Music**

If you would like to add music or any other type of audio to your capzle, you can do that here. Click on [Add Background Music](#). The "upload background music" box will appear. As you select the music files you would like to upload to your capzle, they will appear on the left hand side of the box. Once you have selected all the music files you would like to upload, click on [Start Upload](#). As your files are successfully uploaded to your capzle, you will see the files transferred from the left hand side of the box to the right. Notice that a playlist has been created from the music files you uploaded. Capzles gives you the opportunity to decide the order in which the music should be played. If you don't like the music you chose, you can always delete the files later.

### **Capzle Privacy**

Click on [Capzle Privacy](#). Two drop down menus will appear. The first drop down menu, Current Privacy Level, allows you to choose the privacy setting for the current capzle you are creating. You can choose: 1. Everyone which means your capzle is public and can be seen by everyone, 2. Friends Only which means only your friends may see your capzle or 3. Nobody which means it is private. The second drop down menu, [Default Privacy for All New Uploads](#), allows you to choose the privacy setting for all new uploads. It will not change the privacy setting for content that has already been uploaded to your capzle.

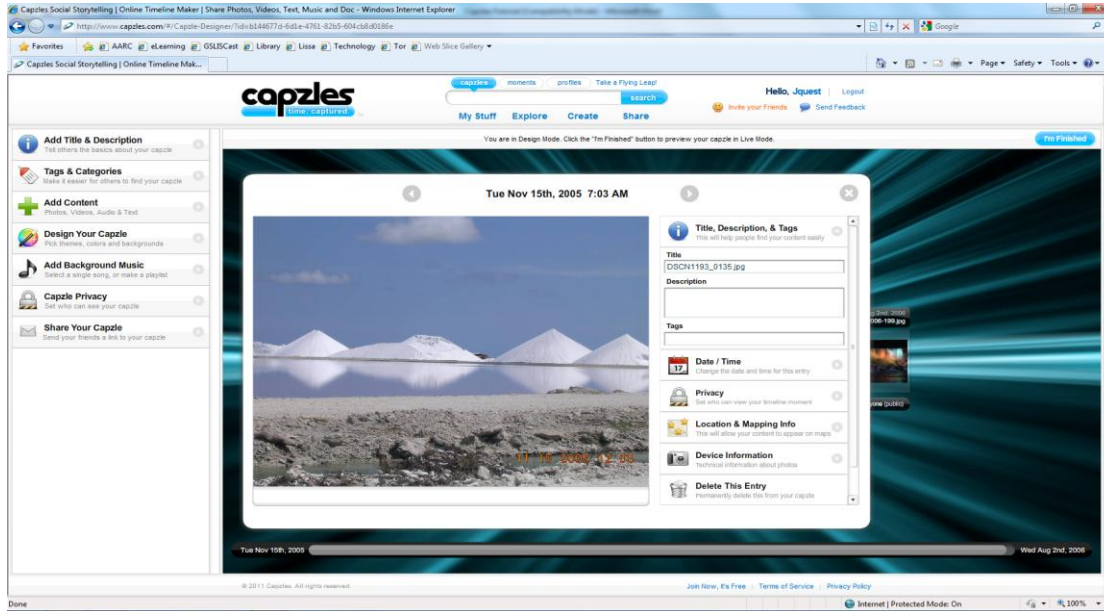
### **Share Your Capzle**

If you would like to announce to your friends that you have created a capzle, click on [Share Your Capzle](#) and copy and paste the link to your e-mail.



## FINISHING TOUCHES

At this point you have completed the body of your capzle. Now we are going to go back and perform a few finishing touches. Remember, when you uploaded your images directly onto your timeline? Well, if you are like me, some of your digital images may not have captions and may only be known as image 1, image 2, etc.. While you are still in edit mode, click on any image that does not have a caption. A new box with the image appears on the screen.



(<http://www.capzles.com/#/Capzle-Designer/?id=b144677d-6d1e-4761-82b5-604cb8d0186e>)

This box is where you will provide title, description, and date information for your moments. There are also drop down menus to determine privacy settings, location, and device information. Complete as much information as you want to provide. When you are done, click on the "x" in the upper right hand corner of the box. Capzles will automatically save your changes. Perform this task for each moment, including blog entries, that lacks a title.

And now for the drum roll! Click on the blue "button" that says **I'm Finished** in the right hand corner of your capzle. Capzles will automatically save your content and bring you to your finished capzle.

Congratulations! You have just created your first capzle!

## CONCLUSION

Well, that's it for now. I hope you enjoyed this tutorial and that you have been inspired to create your own multi-media rich stories.

## ONLINE RESOURCES

1. <http://screencast-o-matic.com/watch/cjl6lFna6>

This video tutorial is really useful. The "instructor" demonstrates all the neat features of Capzles.

2. <http://www.youtube.com/watch?v=2THnSaj9cKw>

A teacher created this video tutorial for his class. It's a short five minute video that covers all the basics. So if you're pressed for time, this is the one to watch!

3. [http://www.youtube.com/watch?v=hR\\_21MeVeqQ](http://www.youtube.com/watch?v=hR_21MeVeqQ)

This video was also created by a teacher. It's a longer presentation but she provides a lot of ideas on different ways to utilize the Capzles website.